

VACANCY ANNOUNCEMENT

ANNOUNCEMENT #98-02

OPENING DATE: January 26, 1998

CLOSING DATE: Open Until Filled

POSITION TITLE SERIES: Financial Analyst
TG-1160-14
(representative of GS-9)

SALARY RANGE: TG-14: \$33,011 to \$52,273

of VACANCIES: 1 (Bargaining Unit)

SENSITIVITY CODE: Moderate Risk

AREA OF CONSIDERATION: All Sources

LOCATION: Research & Analysis
Industry Analysis
Washington, DC

GENERAL SUMMARY

The incumbent assists in providing systems development and financial analysis in the use of Industry Analysis' reporting systems and products. Assists in monitoring, analyzing, and preparing materials for the financial condition and performance of individual thrifts, groups of thrifts, and the thrift industry. Assists in providing more effective methods of presenting and explaining information and analyses to staff using SAS software programming skills, report writing, and graphic presentation skills.

MAJOR DUTIES AND RESPONSIBILITIES

- Assists in building financial reporting systems (in mainframe, PC or client/server environments) used to report the condition and performance of thrift institutions and their competitors. Includes assisting with programming, system testing and writing documentation.

- Assists in maintaining financial reporting systems or datasets. Participates in gathering data needs, making recommendations for improvements, troubleshooting problems and generating reports.
- Assists in analyzing the financial condition and performance of individual thrifts, groups of thrifts, and the thrift industry. Assesses the performance characteristics of these thrifts and the industry including their potential viability by fully analyzing the thrift's current condition, trends, risks and comparison to peers.
- Participates in the preparation of material describing the condition of the thrift industry for distribution inside and outside OTS based on original, independent analysis of industry trends.
- Assists in providing effective methods of presenting and explaining information and analyses to staff using SAS software programming skills, report writing, and graphic presentation skills.
- Assists in providing financial data, reports, and analysis for research projects regarding the economic conditions, financial markets, and competitive forces or special issues affecting the thrift industry.

QUALIFICATION REQUIREMENTS

Educational Requirements:

A BA or advanced degree in finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit, law, real estate operations, statistics or other fields related to the position, and

Specialized Experience:

At least one year of experience equivalent to the next lower grade level (TG 12 or GS-7) performing financial analysis and evaluation work requiring a comprehensive knowledge of (1) corporate finance and any specialized fields of finance required such as public finance, securities, international finance, money and securities markets, investments, and banking, and (2) the financial and management structure, operations, and practices of corporate and other organizations. For this position, typical experience would be (1) analyzing or interpreting quantitative data and using PC spreadsheet, graphics and word processing software products. A master's degree may be substituted for one year of specialized experience.

Desirable Qualifications:

Advanced degree in related area. Knowledge of Microsoft Office Professional software.

Selective Factor:

Candidates must possess knowledge of SAS software or similar statistical analysis software. Candidates not possessing this skill will not receive further consideration.

Note: CTAP & ICTAP eligibles will be considered well-qualified if they show evidence of possessing all experience requirements and attaining at least a fully successful level on each of the KSA's and a final score of 90 or above in the evaluation process.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED FOR THE POSITION

To make meaningful distinctions among qualified applicants, it is important to address the Knowledge, Skills and Abilities below. The weights or point values indicate the relative importance of each factor.

Weights

TG-14

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1. Ability to use SAS software or similar statistical language to create datasets, generate analytical reports, or develop financial information systems (for mainframe or personal computers). | 25 |
| 2. Ability to analyze the condition, operations and risks of financial institutions. | 20 |
| 3. Ability to use PC skills to create spreadsheets, databases, financial reports, graphics or data delivery systems. | 25 |
| 4. Ability to effectively communicate complex technical details, analytical methods and financial objectives both orally and in writing. | 15 |
| 5. Ability to work independently or participate in a project team and perform concurrent projects to accomplish goals and objectives of unit. | 15 |

HOW TO APPLY

Candidates wishing to receive consideration for this position should submit the following application materials.

1. Optional Application for Federal Employment (OF612), a completed SF-171 or a resume. Resumes should contain the information described in the brochure, Applying for a Federal Job. If the resume does not include this information, it may be included on a supplemental attachment or OF-612.
2. Copy of the most recent performance appraisal of record, preferably completed within the last year.
3. If you are a current or former federal employee, a copy of your latest SF-50, Notification of Personnel Action, which documents your competitive status and tenure.
4. A statement of your knowledge, skills and abilities as they relate to the above knowledges, skills and abilities.
5. Background Survey Form 1386 (optional). This information will not be forwarded to the selecting official and will be held in the strictest of confidence.
6. Non-status candidates claiming veteran preference are asked to submit the following evidence of their eligibility: (1) for 5 point preference, submit a DD-214, Certificate of Release or Discharge from Active Duty; (2) for 10 point preference, submit a DD-214 Certificate of Release or Discharge from Active Duty and a SF-15, Application for 10-point Veteran Preference, and (3) for 30 point preference a DD-214 Certificate of Release or Discharge from Active Duty and a letter of approval from the Department of Veterans Affairs. Verification of eligibility will be required prior to selection of a candidate claiming preference. Non-status candidates who do not submit the appropriate forms will not be awarded preference in the rating process.
7. Federal employees seeking CTAP and ICTAP eligibility must submit proof that they meet requirements under 5 CFR 330.605(a). This includes a copy of the agency notice, a copy of their most recent performance rating and a copy of their most recent SF-50 noting current position, grade level and duty location.

The following statements apply.

Applicants must provide detailed evidence of possession of each of the technical qualifications and other personal characteristic requirements

and show how and when they were gained.

Please do not submit official position descriptions in lieu of narrative statements of experience.

All applications must be postmarked no later than the closing date of this announcement.

Applications will be accepted from job sharing teams within the area of consideration. Each member of the team must be among the best qualified in order for the team to be selected.

Competitive status is not required if the person selected is a handicapped individual eligible for appointment under section 213.3102(u) of Schedule A.

Consideration will be given to appointing welfare eligibles through appropriate appointing authorities.

In accordance with 39 USC, Section 415, applications will not be accepted in a postage paid agency envelope.

The application you submit for this position contains information subject to the Privacy Act of 1974. Information regarding this act is available upon request.

All Status candidates who wish to be considered under both merit promotion and external competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under the merit promotion announcement only.

Non-status selectees must serve a one-year probationary period.

An appointee will be required to provide verification of U.S. citizenship and employment eligibility under the Immigration Reform and Control Act of 1986 (P.L. 99-603).

Male applicants born after December 31, 1959 must confirm selective service registration.

CONTACT:

Dee August (202) 906-6061
Office of Thrift Supervision
Human Resources Division, 2nd floor
1700 G Street, N.W.
Washington, D.C. 20552

OTS IS AN EQUAL OPPORTUNITY EMPLOYER

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement		2 Grade(s) applying for	3 Announcement number
4 Last name	First and middle names		5 Social Security Number
6 Mailing Address			7 Phone Numbers (incl area code) Day () Eve ()
City	State	Zip Code	

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

1) Job Title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number ()
Describe your duties and accomplishments				

2) Job Title (if Federal, include series and grade)

From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number ()
Describe your duties and accomplishments				

9 May we contact your current supervisor?

YES [] **NO** [] if we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed. **Some HS** [] **HS/GED** [] **Associate** [] **Bachelor** [] **Master** [] **Doctoral** []

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GE D received.

12 Colleges and universities attended. Do **not** attach a copy of your transcript unless requested.

1) Name			Total Credits Earned		Major(s)	Degree - Year (if any) Received
			Semester	Quarter		
City	State	Zip Code				
2)						
3)						

OTHER QUALIFICATIONS

13 **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do **not** send documents unless requested.

GENERAL

14 Are you a U.S. citizen? **YES** [] **NO** [] **▶** Give the country of your citizenship. _____

15 Do you claim veterans' preference? **NO** [] **YES** [] **▶** Mark your claim of 5 or 10 points below.

5 points [] **▶** Attach your DD 214 or other proof. **10 points** [] **▶** Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required.

16 Were you ever a federal civilian employee?

NO [] **YES** [] **▶** For highest civilian grade give: Series _____ Grade _____ From _____ To _____

17 Are you eligible for reinstatement based on career or career-conditional Federal status?

NO [] **YES** [] **▶** if requested, attach **SF 50 proof**.

APPLICANT CERTIFICATION

18 I **certify** that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I **understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I **understand** that any information I give may be investigated.

SIGNATURE

DATE SIGNED

GENERAL INFORMATION

You may apply for most Federal jobs with a resume, the attached Optional Application for Federal Employment or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.

- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at 912-757-3000, TDD 912-744-2299, by computer modem 912-757-3100, or via the Internet (Telnet only) at FJOB.MAIL.OPM.GOV.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office.

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PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

- The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.
- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.
- If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.
- We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public or private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, The Office of Special Counsel, The Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.
- We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.
- We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.
- Send your application to the agency announcing the vacancy.

***STRAIGHT TALK ON . . . The Federal Job Search
A "3 - Step Process"***

Forget what you have heard about the complexities in finding a Federal job. We have made the process simple! Your job search for Federal career opportunities is now a "3 - Step Process".

Although the actual job search is your responsibility, the U.S. Office of Personnel Management (OPM) has developed the "Federal Employment Information Highway" to assist you along the way. The "Highway" is composed of 3 user-friendly systems that you can use to conduct your personal job search. These systems not only tell you the latest job openings, they provide job ready access to application materials, and also information on a wide range of Federal employment-related topics and programs (listings are updated daily).

Now you can perform your personal job search using your telephone, your personal computer, or by visiting our touch screen computer kiosks located in various locations nationwide.

**STEP 1: USE ANY OF THE AUTOMATED
SYSTEMS ON THE FEDERAL EMPLOYMENT
INFORMATION HIGHWAY**

Federal agencies list job opportunities on the Federal Employment Information Highway. Job seekers can use the "Highway" to find out about Federal career opportunities by using either of these three user-friendly systems. They are:

- OPM's Career America Connection at (912) 757-3000, TDD Service at (912) 744-2299, a telephone-based system that provides current worldwide Federal job opportunities,
- salary and employee benefits information, special recruitment messages and more. You can also record your request to have application packages, forms, and other employment related literature mailed to you. This service is available 24 hours a day, 7 days a week. Request Federal Employment Info Line factsheet EI-42, "Federal Employment Information Sources," for a complete listing of local telephone numbers to this nationwide network.
- OPM's Federal Job Opportunities "Bulletin" Board (FJOB) at (912) 757-3100, a computer-based bulletin board system that provides current worldwide Federal job opportunities, salaries and pay rates, general and specific employment information, and more. You must have a personal computer with a modem to access this system. Many of the jobs announced on the FJOB have complete text announcements attached which can be downloaded or viewed on-line, or you may leave your name and address to have application packages and forms mailed to you. This service is available 24 hours a day, 7 days a week. You may also contact us on the Internet via Telnet at FJOB.MAIL.OPM.GOV and File Transfer Protocol at FTP.FJOB.MAIL.OPM.GOV. Information about obtaining Federal job announcement files via Internet mail should be directed to: INFO@FJOB.MAIL.OPM.GOV.
- Federal Job Information "Touch Screen" Computer, a computer-based system utilizing touch screen technology. These kiosks, located throughout the nation, in



The Federal Job Search . . . A "3 - Step Process"

OPM offices, Federal Office Buildings and other locations, allow you to access current worldwide Federal job opportunities, on-line information, and more with the touch of a finger. You can also leave a request to have application packages, forms and other employment related literature mailed to you. Request Federal Employment Info Line factsheet EI-42, "Federal Employment Information Sources," for a complete listing of the locations of our Touch Screen Computers.

We suggest you check the "Highway" frequently, since job listings on these systems are updated daily.

STEP 2: OBTAIN THE VACANCY ANNOUNCEMENT

Once you have found an opportunity that interests you, using **STEP 1**, you will need more information on the specific opportunity and appropriate application forms. You may obtain a copy of the vacancy announcement and a complete application package by leaving your name and address in one of the automated systems on the "Highway" or, when available, by downloading the actual announcement and any supplementary materials from the FJOB. The vacancy announcement is an important source of information. Most of the questions you may have will be answered as you read through the announcement. For example: closing/deadline dates for applications, specific duties of the position, whether or not a written test is required, educational requirements, duty location, salary, etc.

STEP 3: FOLLOW THE APPLICATION INSTRUCTIONS

You may apply for most jobs with a resume, or the Optional Application for Federal Employment (OF-612), or any written format you choose. For jobs that are unique or filled through automated procedures, you may be given special forms and/or instructions in the job announcement.

Although the Federal Government does not require a standard application form for most jobs, certain information is needed to evaluate your qualifications. If you decide to submit any other format, other than the OF-612, (i.e., a resume), the following information must be included:

Job Information- Announcement number, title and grade.

Personal Information- Full name, mailing address (with zip code), day and evening phone numbers (with area code), social security number, country of citizenship, veterans' preference, reinstatement eligibility, highest Federal civilian grade held.

Education- High school name, city and state, colleges or universities, name, city and state, majors and type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).

Work Experience- job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary and indicate whether or not your current supervisor may be contacted. Prepare a separate entry for each job.

Other Qualifications- job related training courses (title and year), job related skills, job related certificates and licenses, job related honors, awards, and special accomplishments.

RACE AND NATIONAL ORIGIN IDENTIFICATION

(Please read the instructions and Privacy Act Statement before completing form)

Agency Use Only	Name (Last, First, Middle Initial)	Social Security Number	Birthdate (Month & Year)

Privacy Act Statement

You are requested to furnish this information under the authority of 42 U.S.C. § 2000e-16, which requires that Federal employment practices be free from discrimination and provide equal employment opportunities for all. Solicitation of this information is in accordance with Department of Commerce Directive 15, "Race and Ethnic Standards for Federal Statistics and Administrative Reporting."

This information will be used in planning and monitoring equal employment opportunity programs and to identify employees for inclusion in skill banks and referral pools.

Your furnishing this information is voluntary. Your failure to do so will have no effect on you or on your Federal employment. If you fail to provide the information, however, then

the employing agency will attempt to identify your race and national origin by visual perception.

You are requested to furnish your Social Security Number (SSN) under the authority of Executive Order 9397 (November 22, 1943). That Order requires agencies to use the SSN for the sake of economy and orderly administration in the maintenance of personnel records. Because your personnel records are identified by your SSN, your SSN is being requested on this form so that the other information you furnish on this form can be accurately included with your records. Your SSN will be used solely for that purpose. Your furnishing of your SSN is voluntary and failure to furnish it will have no effect on you; failure to provide it, however, may result in it being obtained from other agency sources

Specific Instructions: The categories below are designed to identify your basic racial and national origin category. If you are of mixed racial and/or national origin, identify your-

self by the category with which you most closely identify yourself. Place an "X" in the box next to the appropriate category. **NOTE:** Mark **only ONE** box.

NAME OF CATEGORY (Mark ONE only)	DEFINITION OF CATEGORY
Categories for Use in All Jurisdictions Except Hawaii* and Puerto Rico	
A <input type="checkbox"/> American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
B <input type="checkbox"/> Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
C <input type="checkbox"/> Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic).
D <input type="checkbox"/> Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
E <input type="checkbox"/> White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.
Categories for Use in Puerto Rico	
D <input type="checkbox"/> Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. Does not include persons of Portuguese culture or origin.
Y <input type="checkbox"/> Not Hispanic in Puerto Rico	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico.

